

SUBCHAPTER G—NARA FACILITIES

PART 1280—PUBLIC USE OF FACILITIES

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AUTHORITY: 44 U.S.C. 2104(a).

Subpart A—General Provisions

SOURCE: 52 FR 23822, June 25, 1987, unless otherwise noted.

§ 1280.1 Applicability.

All persons using the facilities in the National Archives Building and the Presidential Libraries (referred to in this subpart as “NARA property”) are subject to the provisions of subpart A of this part. Persons using other NARA facilities are subject to the GSA regulations, Conduct on Federal Property, at 41 CFR subpart 101-20.3.

§ 1280.2 Admittance of children under the age of 16.

Children under the age of 16 will not be admitted to NARA facilities unless accompanied by an adult. Children under the age of 16 must be supervised by the accompanying adult at all times while on NARA property. The director of a NARA facility may authorize a lower age limit for admission of unaccompanied children to meet local circumstances, e.g., students who have been given permission to conduct research without adult supervision.

[56 FR 2137, Jan. 22, 1991]

§ 1280.3 Conformity with signs and directions.

Persons in and on NARA property shall at all times comply with official NARA signs (e.g., restrictions on smoking or parking) and with the directions of the guards and NARA staff.

§ 1280.4 Vehicular and pedestrian traffic.

(a) The blocking of entrances, driveways, walks, loading platforms, or fire hydrants on NARA property is prohibited.

(b) Except in emergencies, members of the public may not park in spaces reserved for holders of NARA parking permits.

§ 1280.5 Dogs and other animals.

Dogs and other animals, except seeing eye dogs or other guide dogs, may not be brought upon NARA property without permission of the appropriate NARA official.

§ 1280.6 Inspection.

Packages, briefcases, and other containers brought into, while on, or being removed from the NARA property are subject to inspection.

§ 1280.7 Distribution of handbills and other materials.

Distribution or posting of handbills, flyers, pamphlets or other materials on bulletin boards or elsewhere is prohibited on NARA property, except in those spaces designated by NARA as public forums. This prohibition also does not apply to displays or notices distributed as part of authorized Government activities or bulletin boards used by employees to post personal notices.

§ 1280.8 Prohibited activities.

(a) *Gambling.* Participating in games for money or other personal property or the operating of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of numbers tickets, in or on NARA property is prohibited. This prohibition does not apply to the vending or exchange of chances by licensed blind operators of vending facilities for any lottery set forth in a State law and conducted by an agency of a State as authorized by section 2(a)(5) of the Randolph-Sheppard Act (20 U.S.C. 107, *et seq.*).

(b) *Illegal drugs.* The possession or use of illegal drugs on NARA property and/or entering on NARA property under the influence of alcohol or any illegal drug is prohibited.

(c) *Weapons and explosives.* No person entering or while on NARA property shall carry or possess firearms, other dangerous or deadly weapons, either openly or concealed, except for official purposes. No person entering or while on NARA property shall carry or possess explosives, or items intended to be used to fabricate an explosive or incendiary device.

(d) *Soliciting, vending, and debt collection.* Charitable or commercial or political soliciting, vending of all kinds, displaying or distributing commercial advertising, or collecting private debts on NARA property is prohibited. National or local drives for funds for welfare, health or other purposes which are authorized by the Office of Per-

sonnel Management and approved by NARA are exempt from this paragraph.

(e) *Disturbances.* Loitering, disorderly conduct, or other conduct on NARA property which creates a loud or unusual noise or a nuisance; which unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking areas; which otherwise impedes or disrupts the performance of official duties by Government employees; or which prevents the general public from obtaining NARA-provided services in a timely manner, is prohibited.

(f) *Other.* The improper disposal of rubbish on NARA property; the willful destruction of or damage to NARA property; the theft of property; the creation of any hazard on NARA property to persons or things; or the throwing of any kind of articles from or at a NARA building is prohibited.

Subpart B—National Archives Building**§ 1280.10 Admittance of visitors to National Archives Exhibition Hall.**

Unless otherwise directed by the Archivist of the United States, visitors are admitted to the Exhibition Hall from 10 a.m. to 9 p.m. except during winter months (the day after Labor Day through March 31) when the Exhibition Hall is closed at 5:30 p.m. The building is closed on Christmas Day. Visitors are admitted only through the Constitution Avenue entrance. However, the guards are authorized to admit handicapped visitors to the Exhibition Hall through the Pennsylvania Avenue entrance and the Main Floor gates.

[45 FR 29577, May 5, 1980. Redesignated and amended at 50 FR 15723, 15728, Apr. 19, 1985]

§ 1280.12 Filming or photographing the exterior of the National Archives Building.

(a) *Definition.* Property under the control of the Archivist includes the Pennsylvania Avenue NW., entrance between 7th and 9th Streets including the area within the retaining walls on either side of the entrance, inclusive of the statues, and the steps leading up to the entrance of the building; on the 7th Street, 9th Street, and Constitution

Avenue NW., sides of the building, all property between the National Archives Building and the street, including the sidewalks and other grounds; the steps leading up to the Constitution Avenue NW., entrance; the Constitution Avenue entrance; and the portico area between the steps and the Constitution Avenue entrance. Use of the sidewalks and other grounds on the Pennsylvania Avenue side of the National Archives Building not under the control of the Archivist of the United States is controlled by the National Park Service and/or the Pennsylvania Avenue Development Corporation.

(b) *Applicability.* This section applies to all persons and groups who wish to film or photograph the exterior of the National Archives Building from property under the control of the Archivist of the United States, except for individuals who wish to film or photograph the exterior of the National Archives Building for their own personal use.

(c) *Pennsylvania Avenue entrance.* Persons and groups must obtain the permission of the National Archives Public Affairs Officer or his/her designee (NXI), either in writing or by telephone, before filming or photographing the Pennsylvania Avenue entrance of the National Archives Building. Filming and photographing will be permitted only for the purpose of providing background to stories about either NARA or a researcher who has made use of National Archives holdings. Press interviews will not be permitted unless NARA or other Government employees are being interviewed in connection with official business.

(d) *Constitution Avenue entrance.* Permission to film or photograph the Constitution Avenue entrance, the portico, or the steps leading to these areas will only be granted if the filming or photographing to be done relates to interviews done with NARA or other Government employees or to the coverage of NARA-sponsored programs, e.g., Constitution Day programs.

(e) *Conditions and restrictions.* The following conditions and restrictions apply to all persons and groups granted permission under this section:

(1) Permission to film or photograph will not be granted to persons or groups wishing to promote commercial

enterprises or commodities, or to persons or groups involved with political, sectarian, or similar activities.

(2) Filming or photographing may not impede ingress or egress of visitors to the National Archives Building.

(3) Permission to film or photograph the exterior of the National Archives Building does not constitute approval or sponsorship by NARA of the persons or groups involved, of their activities or views, or of the uses to which the works depicting the National Archives Building are put.

(4) Permission to film or photograph does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on property to which the Archivist controls access.

(5) Persons and groups granted permission to film or photograph under this section must conduct their activities at all times in accordance with the regulations contained in subpart A of this part (§§ 1280.1 through 1280.8).

[55 FR 29577, July 20, 1990]

§ 1280.14 Permission for filming the interior of the National Archives Building, the Washington National Records Center, and the Pickett Street Annex.

(a) *Applicability.* (1) This section applies to all persons and groups who wish to film or photograph the interior of the National Archives Building, the interior of the Washington National Records Center, and interior of the Pickett Street Annex, with the following exceptions:

(i) Individuals covered by § 1280.16 of this chapter; and

(ii) Individuals who have permission to use privately-owned microfilming equipment to film archival records and donated historical materials under the provisions of §§ 1254.90 through 1254.102 of this chapter.

(2) This section does not apply to the following areas within the National Archives Building, which are covered by §§ 1280.22 through 1280.28 of this chapter:

- (i) Conference rooms;
- (ii) The National Archives Theater; and
- (iii) The Archivist's Reception Room.

(b) *Permission for filming or photographing.* Persons and groups must obtain the permission of the Public Affairs Officer or his/her designee before filming or photographing the interior of the National Archives Building, the Washington National Records Center, and/or the Pickett Street Annex. Permission must be requested in writing at least one week prior to the proposed activity. Filming and photographing will only be permitted for the purpose of providing background to stories about NARA or a researcher making use of National Archives holdings. Press interviews will not be permitted unless NARA or other Government employees are being interviewed in connection with official business. Filming or photographing will not be permitted in areas of the buildings not open to the general public or to researchers, or in records storage (stack) areas.

(c) *Conditions and restrictions.* The following conditions and restrictions apply to all persons and groups granted permission under this section:

(1) Permission to film or photograph will not be granted to persons or groups wishing to promote commercial enterprises or commodities, or to persons or groups involved with political, sectarian, or similar activities.

(2) Persons and groups must be accompanied at all times by a member of the Public Affairs Staff when in the National Archives Building, Washington National Records Center, or Pickett Street Annex for other than research purposes (see part 1254 of this chapter for regulations on research use of records and donated historical materials.)

(3) The filming and photographing of documents shall take place only in areas designated by the NARA Public Affairs Staff. NARA may limit or prohibit use of artificial light in connection with the filming or photographing of documents.

(4) Interviews with NARA staff and researchers shall take place only in areas designated by the NARA Public Affairs Staff.

(5) Approved film and photography sessions will normally be limited to two hours.

(6) Persons and groups are subject at all times to the regulations set forth at subpart A of this part.

(7) Permission to film or photograph under this section does not constitute approval or sponsorship by NARA of the persons or groups involved, of their activities or views, or of the uses to which the works depicting the facilities are put.

(8) Permission to film or photograph under this section does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on NARA property.

[55 FR 29577, July 20, 1990]

§ 1280.16 Filming or photographing documents in exhibit areas for personal use.

Filming or photographing documents or exhibits in the Exhibition Hall, the Pennsylvania Avenue lobby, or any other exhibit areas in the National Archives Building without supplemental artificial light sources, or tripods, or similar equipment is permitted for personal use at any time during regular hours. However, such activities may not take place on the steps or ramp leading to the Declaration of Independence, the Constitution, and the Bill of Rights.

[55 FR 29578, July 20, 1990]

§ 1280.18 Artificial lighting in public areas.

Supplemental artificial lighting devices may be used with prior approval of the Public Affairs Officer (NXI) when filming documents in public areas of the National Archives Building subject to the following restrictions:

(a) Facsimiles shall be used in place of the Declaration of Independence, the Constitution, or the Bill of Rights if supplemental artificial lighting is to be used. When high intensity lighting is used, all other exhibited documents that fall within the boundaries of such illumination must be covered or replaced by facsimiles. If approval is granted for filming facsimiles or for filming other exhibited documents, a high intensity light source may not expose any exhibited item to more than

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500 foot-candles nor be used to illuminate any one item for more than five minutes. The use of high intensity lighting in an exhibit area may not exceed one hour.

(b) Ladders, scaffolding, and tripods may be used before regular hours, but must be kept at a distance from documents greater than the height of the equipment.

(c) Auxiliary power units may be used. Existing lights will not be replaced by higher wattage or intensity lights. A NARA electrician must be present at all times whenever there is a change to the normal power supply. Organizations who film after regular hours will be billed for the electrician's time.

[39 FR 11885, Apr. 1, 1974. Redesignated and amended at 50 FR 15723, 15728, Apr. 19, 1985; 52 FR 23822, June 25, 1987. Further redesignated and amended at 55 FR 29577, July 20, 1990; 55 FR 33904, Aug. 20, 1990]

§ 1280.20 The National Archives Library.

The National Archives Library is operated to meet the needs of researchers and NARA staff members. Other persons desiring to use library materials will generally be referred to public libraries and other possible sources of such materials.

[33 FR 4885, Mar. 22, 1968. Redesignated at 50 FR 15723, Apr. 19, 1985. Further redesignated at 55 FR 29577, July 20, 1990; 55 FR 33904, Aug. 20, 1990]

§ 1280.22 National Archives Theater and conference rooms.

The theater in the National Archives Building was designed and will be used primarily for furnishing reference services on the motion picture holdings of the National Archives. Conference rooms in the National Archives Building will be used for conferences and official meetings. When not required for such uses, conference rooms may be assigned to other organizations. Application for use of a room will be approved only if the purpose for which it is requested is educational or is related to the programs of the National Archives and Records Administration. The theater and conference rooms shall not be used to promote commercial enterprises or commodities, for political,

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sectarian, or similar purposes, or for meetings sponsored by profitmaking organizations. Use of the theater and conference rooms will not be authorized for any organization or group of individuals that engages in discriminatory practices proscribed in the Civil Rights Act of 1964 (42 U.S.C. 2000a, note).

[39 FR 11885, Apr. 1, 1974. Redesignated and amended at 50 FR 15723, 15728, Apr. 19, 1985. Further redesignated at 55 FR 29577, July 20, 1990; 55 FR 33904, Aug. 20, 1990]

§ 1280.24 Application for outside use of National Archives Theater and conference rooms.

(a) Applications for use of the theater and conference rooms shall be submitted in writing by the head of the requesting organization, or his duly authorized representative, at least 1 week in advance of the requested use. Applications for use shall be addressed to National Archives (NA), Washington, DC 20408, and shall include the following information:

(1) The name of the requesting organization;

(2) The date and the hours of contemplated use;

(3) A brief description of the programs;

(4) The number of persons expected to attend the meeting or performance (The capacity of the theater is 216 persons; conference rooms accommodate between 35 and 70 persons.);

(5) A statement regarding the intention to exhibit motion pictures or slides and, if so, the size (35mm or 16mm) of the film or slides, and whether the film to be shown is on nitrate or safety base; and

(6) Samples of any literature, folders, or posters to be distributed or exhibited at the meeting or performance.

(b) No program will be permitted to continue beyond 10 p.m.

(c) Applications for use on Saturdays, Sundays, holidays, or at times when the building is closed will be considered if fully justified.

(d) No admission fee will be charged, no indirect assessment will be made for admission, and no collection will be taken except as specifically authorized by the Archivist of the United States for special nonprofit-making events

which are held by organizations sponsored by the National Archives and Records Administration. Commercial advertising or the sale of articles is not permitted.

(e) The serving or consumption of food or beverages within the theater is prohibited. Food or beverages may be served in the conference rooms if approved in advance.

(f) Smoking within the theater and conference rooms is prohibited. Smoking is allowed only in designated smoking areas.

(g) If the projection of motion pictures or slides is a part of the program, operators will be furnished by the National Archives and Records Administration on a reimbursable basis.

(h) Posting of any material about the premises is subject to prior approval.

(i) All persons attending meetings or performances will be required to go directly to the theater, which is on the fifth floor, or to the assigned conference room. No one will be admitted to the parts of the building that are closed to the public.

[33 FR 4885, Mar. 22, 1968, as amended at 39 FR 11885, Apr. 1, 1974; 41 FR 7750, Feb. 20, 1976. Redesignated and amended at 50 FR 15723, 15728, Apr. 19, 1985; 52 FR 23823, June 25, 1987. Further redesignated at 55 FR 29577, July 20, 1990; 55 FR 33904, Aug. 20, 1990]

§ 1280.26 Archivist's Reception Room.

The Archivist's Reception Room is primarily intended for meetings and other functions of NARA. The Archivist may sponsor, co-sponsor or, if the room is not scheduled for use by NARA, authorize the use of the room by other Federal agencies for official government functions, or by private individuals and organizations. Such use by private individuals and groups must be for the benefit of or in connection with the archival and records activities administered by the National Archives and Records Administration and must be consistent with the public perception of the National Archives as a research and cultural institution. The National Archives Trust Fund Board refurbished the Archivist's Reception Room from private gifts and donations. In order to maintain this Room in its present condition, as well as to cover the cost of additional cleaning, guard

and other required services, the use of this Room by private individuals and organizations requires a donation to the National Archives Trust Fund. Federal agencies using the room for official government functions shall reimburse NARA only for the cost of additional guard and NARA staff services. The Archivist's Reception Room shall not be used to promote commercial enterprises or products or for political, sectarian, or similar purposes. Use of the Room will not be authorized for any organization or group that engages in discriminatory practices proscribed by the Civil Rights Act of 1964, as amended.

[52 FR 23823, June 25, 1987. Redesignated at 55 FR 29577, July 20, 1990; 55 FR 33904, Aug. 20, 1990]

§ 1280.28 Application for outside use of the Archivist's Reception Room.

(a) Applications for use of the Archivist's Reception Room shall be submitted in writing by the private individual or by the head of the requesting organization or the duly authorized representative of the organization, normally 30 days in advance. Applications for use shall be submitted to the Assistant Archivist for Public Programs (NE), National Archives and Records Administration, Washington, DC 20408 and shall include the following:

(1) The name of the requesting organization or individual;

(2) The date and hours of contemplated use;

(3) A description of the purpose, anticipated number of attendees, and the name of the individual designated to serve as host and responsible official for the event;

(4) Whether audiovisual services are required (these must be provided by NARA on a reimbursable basis);

(5) Samples of any literature, folders, or posters to be distributed or exhibited.

(b) A donation to the National Archives Trust Fund to cover the costs involved in the maintenance and use of the Room is needed. Further information may be obtained from the Assistant Archivist for Public Programs.

(c) The Room is available from 8:00 a.m. until 9:30 p.m., Monday through Friday, and from 9:00 a.m. until 4:30

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p.m. on Saturday. Use of the room at other hours requires the special approval of the Archivist. A NARA staff member must be available at all times when the room is in use.

(d) Those using the Room must obtain approval from NARA before distributing or displaying any item and must not misrepresent their identity to the public nor conduct any activities in a misleading or fraudulent manner. If any notice or advertisement is to mention the National Archives or incorporate its seal, the approval of the Archivist of the United States is required.

(e) Those using the Room must provide persons as needed to register guests, distribute approved literature, name tags, or similar material.

(f) NARA must approve in advance the use of a caterer who will bring beverages, food, or equipment into the National Archives Building. NARA must approve any equipment or decorations to be used and any entertainment to occur in the National Archives Building.

(g) No Government property shall be destroyed, displaced, or damaged by the user. The user must take prompt action to replace, return, restore, repair or repay NARA for any damage caused to Government property during the use of NARA facilities.

[52 FR 23823, June 25, 1987. Redesignated at 55 FR 29577, July 20, 1990; 55 FR 33904, Aug. 20, 1990]

Subpart C—Facilities in Presidential Libraries

§ 1280.40 Museum areas.

(a) Unless otherwise directed by the library director, the hours of admission to museums of the libraries are as follows:

(1) Monday through Saturday, 9 a.m. to 5 p.m., including Federal legal holidays.

(2) Sunday, 2 p.m. to 5 p.m. (10 a.m. to 5 p.m. from May 16 to September 15), including Federal legal holidays.

(3) Museums will be closed on Thanksgiving, Christmas, and New Year's days.

(b) Visitors to the museums of the libraries may be required to check all

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parcels and luggage at designated places.

(c) Eating and smoking are prohibited in the museums of the libraries and in other library areas except where designated by the library director.

[33 FR 4885, Mar. 22, 1968. Redesignated at 50 FR 15723, Apr. 19, 1985]

§ 1280.42 Auditoriums and other public spaces.

(a) Presidential library auditoriums and other public spaces in the library buildings and the library grounds are intended primarily for the use of the library in carrying out its programs. These areas may also be used by other organizations for lectures, seminars, meetings, and similar activities when these activities are sponsored, cosponsored, or authorized by the Library to further the library's interests, and when such activities will not interfere with the normal operation of the library. Any activities sponsored, cosponsored, or authorized by the library must be related to the mission and programs of the library and must be consistent with the public perception of the library as a research and cultural institution. Application for such use shall be made in writing to the library director (see § 1253.3 of this chapter for the address).

(b) Use of the auditoriums and other public spaces will not be authorized for any profitmaking, commercial advertising and sales, sectarian, or similar purpose or for any use inconsistent with those authorized in paragraph (a) of this section.

(c) No admission fee will be charged except by the library, no indirect assessment fees will be made for admission, and no collections will be taken. The library director may assess additional charges to reimburse the Government for expenses incurred as a result of the use by groups of library facilities.

[48 FR 41770, Sept. 19, 1983. Redesignated at 50 FR 15723, Apr. 19, 1985, and amended at 52 FR 23823, June 25, 1987]

§ 1280.44 Supplemental rules.

Library directors may establish appropriate supplemental rules governing

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use of Presidential libraries and adjacent buildings and areas under NARA control.

[52 FR 23823, June 25, 1987]

§ 1280.46 Book collections.

The book collections of Presidential libraries are available to researchers needing the unique resources of such libraries and to NARA staff members. Other persons desiring to use the book collections will generally be referred to public libraries and other possible sources of such materials.

[35 FR 18737, Dec. 10, 1970. Redesignated at 50 FR 15723, Apr. 19, 1985]

§ 1280.48 Photographing documents.

(a) Visitors are permitted to take photographs in Presidential libraries and adjacent buildings open to the public, subject to restrictions set forth in paragraph (c) of this section.

(b) Photographs for news, advertising, or commercial purpose may be taken only after the Presidential library director approves the request.

(c) Artificial light devices shall not be used anywhere in a Presidential library where such use may cause damage to documents. Persons desiring to use photolighting devices shall request special permission from the director of the Presidential library concerned and shall follow procedures prescribed in § 1280.14(c).

[39 FR 11885, Apr. 1, 1974. Redesignated at 50 FR 15723, Apr. 19, 1985]

Subpart D—Federal Records Centers and National Archives Field Branches

§ 1280.60 Use of conference rooms.

Conference rooms in Federal Records Centers and National Archives Field Branches will be used for official meetings and for conferences sponsored by NARA. When not required for such use, assignments for other purposes during normal working hours may be made. Applications for such use will be approved only if the purpose for which it is requested is educational or is related to NARA programs. Applications for such use shall be made to the Federal Records Center Director or the Na-

tional Archives Field Branch Director (see § 1253.6 of this chapter for the address).

[52 FR 23823, June 25, 1987]

§ 1280.62 Restrictions on use.

Use of the conference rooms will not be authorized for any profitmaking, political, sectarian, or similar purpose or for any organization or group that engages in discriminatory practices proscribed in the Civil Rights Act of 1964 (42 U.S.C. 2000a, note).

[39 FR 11885, Apr. 1, 1974. Redesignated and amended at 50 FR 15723, 15728, Apr. 19, 1985]

PART 1284—EXHIBITS

Sec.

1284.1 Scope of part.

1284.20 Temporary exhibition of privately-owned material.

AUTHORITY: 44 U.S.C. 2104(a).

§ 1284.1 Scope of part.

This part sets forth policies and procedures concerning the exhibition of materials at the National Archives Building.

[55 FR 25307, June 21, 1990]

§ 1284.20 Temporary exhibition of privately-owned material.

(a) Documents, paintings, or other objects belonging to private individuals or organizations normally will not be accepted for display at the National Archives Building except as part of a NARA-produced exhibit.

(b) NARA may accept for temporary special exhibit at the National Archives Building privately-owned documents or other objects under the following conditions:

(1) The material to be displayed relates to the institutional history of the National Archives and Records Administration or its predecessor organizations, the National Archives Establishment and the National Archives and Records Service;

(2) Exhibition space is available in the building that the NARA Office of Public Programs and the Document Conservation Branch judge to be appropriate in terms of security, light level,